

STUDENT TEACHING PLACEMENT REQUESTS:

Write in 1st choice and 2nd choice for elementary and secondary 8-week placements.
 Email Licensure Coordinator if you have a specific placement request.

ELEMENTARY (k-6)

Chesterfield ___ Hanover ___ Richmond ___ Henrico ___

SECONDARY

Do you prefer (check one) **Middle School (6-8)** or **High School (9-12)**

Chesterfield ___ Hanover ___ Richmond ___ Henrico ___

LICENSURE ELIGIBILITY CONFIRMATION:

| PLEASE READ CAREFULLY AND CHECK Y (yes) or N (no) | Y | N |
|---|---|---|
| Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony? | | |
| Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country? | | |
| Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor) or a student? | | |
| Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs or alcohol? | | |
| Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency? | | |
| Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license or the right to apply for such a license; or had any other adverse action taken against such a license? <i>Please note:</i> This includes a reprimand, warning, or reproof and any order denying the right to apply or reapply for a license. | | |
| Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? <i>Please note:</i> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges. | | |
| Have you ever left any education- or school-related employment, voluntarily or involuntarily, under any of the following circumstances: (1) while the subject of a review, inquiry, investigation, or appeal of alleged misconduct; (2) when you had reason to believe a review, inquiry, investigation or appeal of alleged misconduct was under way or imminent; or (3) while any administrative or judicial proceeding involving and allegation of misconduct was pending, eligible for appeal, or under appeal? <i>Please note:</i> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges. | | |

SPECIAL REQUEST/ PHYSICAL LIMITATION: YES NO

if YES, attach required documentation

Note: Placements are often not confirmed until the first week of student teaching. Students will be notified through email by the School of Education, where they are placed. Placements are **not** made through the Department of Art Education. Placements cannot be changed once they are confirmed except in an Emergency. Questions: Department of Art Education, (804) 828-7154

COURSE REGISTRATION: Students should register for the following courses:

ARTE 404: Student Teaching Seminar

TEDU 485: Student Teaching in Art

TEDU 486: Student Teaching in Art

MAE students should register for graduate sections of student teaching. You may not take any other courses during your student teaching semester. You will teach 8 weeks in an elementary school placement and 8 weeks in a secondary placement. This is considered a full-time internship and you are at the schools the entire time the cooperating teacher is there. Plan accordingly with your other commitments. You will follow the school calendar, not the VCU calendar.

Permission to Release confidential information:

I, _____ (print full name), am aware of and agree to the forwarding of my application, personal statement, transcript, TB results, and background check payment (if applicable) for the purpose of securing internship/student teaching placement(s) in a school(s) in one or more of the following school division(s): Henrico, Chesterfield, Hanover or Richmond.

Student's Signature _____ Date _____

ADVISOR CERTIFICATION:

*-I have reviewed the record of this applicant, including any extenuating circumstances or requests to ensure that all of the prerequisites for student teaching have been satisfied in accordance with catalogue requirements. And this applicant is recommended for the program in **PreK- 12 Art.***
-If the applicant is conditionally recommended for the program, the conditions are as follows:

Signature of Licensure Coordinator, Department of Art Education

Date

*** * * CREATE ONE PDF, INCLUDING THE FOLLOWING: * * ***

- 1. This application form**
- 2. Essay questions** (1, see below)
- 3. All required attachments** (2-9, see below)

EMAIL PDF TO: VCU Art Education Licensure Coordinator by 5:00 pm on stated deadline.

ALL APPLICATIONS ARE REVIEWED AND THEN FORWARDED TO: School of Education, Student Services. Save a copy of this application for your records.

Application for Clinical Internship Attachments

1. ESSAY QUESTIONS: List your Full Name and V# at the top of the page.

Please answer the following Questions. 50-75 words each.

1. Why do you want to become an art teacher?
2. Describe your previous teaching experiences. Include details relating to the ages of the students, topics addressed including any summer, after school and volunteer experiences.
3. What are your strengths as an art teacher (studio background, technology experience, classroom management, etc.)?
4. What aspects of your teaching do you plan to work on during your student teaching experience and why?

2. SCORE REPORTS: Attach a copy of your passing scores on either SAT, ACT or PRAXIS I exams. Attach passing scores on Praxis II: Art Content Knowledge. Attach passing scores on the VCLA exam. If you are waiting on your scores, please write the date you took the exam and turn in a copy of your score report to the Department ASAP.

3. TUBERCULOSIS SCREENING: Scan and attach an up to date TB Screen- Make an appointment for an exam here: Student Health Services (828-8828)

4. SCHOOL DIVISION EMPLOYMENT: Attach proof of any current employment within a school division

5. UNOFFICIAL TRANSCRIPTS: Attach one copy of your most recent eservices transcript. Your application **will not** be reviewed unless attached.

6. OTHER TRANSCRIPTS: If you received a degree from another institution, a scanned copy of these transcripts is required with your application.

7. SPECIAL REQUESTS/ PHYSICAL LIMITATIONS: Attach an explanation describing limitations and accommodations that you may require during your clinical internship

such as but not limited to: Physical limitations, anticipated absence due to pregnancy, surgery, other serious circumstances (include dates for these events that will affect your placement) and travel or location needs. Your advisor, Department Chair and the Associate Dean of the School of Education, must approve all special requests. Any time missed from the internship must be made up in its entirety. Vacation requests will not be honored.

8. OTHER CONSIDERATIONS: Is there anything else you would like us to consider when we determine your student teaching placement? Please attach a brief explanation.

9. CHILD ABUSE PREVENTION CERTIFICATE: Complete the online training and attach the certificate of completion.

http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html

10. EVIDENCE OF INITIATING BACKGROUND CHECK: See instructions for completing background check request form and fingerprinting. Evidence must include scan of notarized SP-167 form and receipt from fingerprinting.

11. EVIDENCE OF INITIATING CPS FORM: See instructions to complete the Child Protective Services form Provide a scanned copy of your notarized form.